



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**THE DEPUTY CHIEF OF STAFF, PERSONNEL**  
**UNIT 29351**  
**APO AE 09014**

AEAGA-CE (690-330)

October 1, 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Educational and Developmental Intervention Services (EDIS)  
Managers' Recruitment Guide

1. Reference, Educational and Developmental Intervention Services Managers' Recruitment Guide, 30 Sep 99 (enclosed).
2. An Educational and Developmental Intervention Services (EDIS) Managers' Recruitment Guide is provided to assist EDIS managers in hiring and retaining employees. The guide provides information on how to initiate recruit actions, hiring sources, the application and hiring process and other information on EDIS positions. Information in this guide is provided in question and answers (Q&A's) format with subject headings for easy reference. The Q&A's address issues which EDIS managers frequently ask or become involved with during the recruitment process.
3. This guide is designed for use by managers as general information only. Managers with specific, detailed technical questions on individual hiring actions are advised to contact their Civilian Personnel Advisory Center (CPAC) for assistance. Instead of using this managers' guide as a source of technical information, personnel specialists must refer to the 5 CFR Code of Federal Regulations, Department of Defense, Department of the Army and USAREUR, Civilian Personnel Directorate guidance as references to make technical decisions.
4. Request wide distribution of this guide to EDIS Managers for use in hiring and retention processes.
5. HQUSAREUR/7A POC is Ms. Lou Smith, Policy Management Division, 370-3153.

FOR THE DEPUTY CHIEF OF STAFF, PERSONNEL

Encl  
as

/signed/  
TONI B. WAINWRIGHT  
Director of Civilian Personnel  
United States Army, Europe

AEAGA-CE

SUBJECT: Child and Youth Services (CYS) Managers' Recruitment Guide

DISTRIBUTION:

Commander, Europe Regional Medical Command, ATTN: MCEU-EFMP, CMR 442  
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PERSONNEL OFFICER,

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